



REQUEST FOR PROPOSALS

SOUTH ARTS SEEKS A CONTRACTOR FOR HUMAN RESOURCE DIRECTOR SERVICES

South Arts is seeking proposals from qualified independent contractors (individual or company) to work as a Contracted Human Resource Director for South Arts. The selected independent contractor will be responsible for managing and overseeing all Human Resources activities, tasks and responsibilities for South Arts. The contractor will report directly to the President & CEO of South Arts and will work with the senior leadership team to plan, lead, develop, coordinate, and implement new processes, policies, trainings, initiatives and surveys that support the organization and its' compliance with federal and local laws, and strategies related to staffing, recruiting, and retention.

Key Responsibilities

1. HR Strategy Development and Implementation

- Develop and implement HR strategies that align with South Arts' goals and objectives
- Create and execute HR plans to support South Arts' strategic vision.
- Develop and maintain HR policies and procedures.

2. Employee Relations:

- Provide guidance and support on employee relations matters.
- Develop and implement employee engagement initiatives to foster a positive work culture.

3. Talent Acquisition and Management

- Initiate and implement the recruitment and selection process.
- Develop and implement onboarding and offboarding processes.

4. Performance Management:

- Design and implement performance management processes.
- Provide guidance on performance evaluations and goal setting.

5. Training and Development:

- Identify training needs and develop training programs as needed.
- Advise on and implement career development and succession planning initiatives.

6. Compliance and Risk Management:

- Ensure compliance with all relevant employment laws and regulations.
- Manage HR-related risks and suggest and implement appropriate controls.

Deliverables:

In addition to the following reporting schedule, the contractor will participate in ad hoc meetings with South Arts' President & CEO and VP of Finance and Operations as needed.

1. Monthly HR reports outlining key metrics, accomplishments, and challenges.
 2. Quarterly strategic HR plan updates and next quarter work objectives
 3. Annual HR audit and compliance report.
 4. Meet weekly with the President and CEO.
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Proposal Submission**Respondents are asked to submit a proposal that describes:**

- Summary of the contractor's professional background and experience (resume format preferred)
- Proposed approach to managing HR functions
- Any unique strengths and perspectives that the contractor would bring to the organization
- Average amount of time available on a weekly basis
- Hourly or monthly fee requirements
- References – submit three references (at least two must be from organizations who can speak to your experience)

Evaluation Criteria

Proposals will be evaluated based on the following:

- Relevant experience and qualifications of the contractor:
 - At least five years of relevant non-profit HR experience required
 - At least five years' experience successfully implementing HR policies and procedures
 - Relevant HR Director experience
 - Relevant HR project management experience
 - Additional expertise such as HR certification, SHRM-CP or SHRM-SCP considered a plus
- Proposed approach to managing HR functions
 - References and past performance.
- Cost-Effectiveness of the proposal
 - Contractor fee requirements and availability

Projected Timeline

- 6-month initial term with 6-month renewals available
- Start Date: As soon as possible

South Arts will provide

- HR Resource tools
- Reference documents for the organizations hiring policies & protocols

Proposal for Contracted Services should be sent to: hrrecruiting@southarts.org

For more information about South Arts, please refer to our website at www.southarts.org
Questions: Please contact Human Resources at hrrecruiting@southarts.org.

About South Arts:

South Arts is a nonprofit regional arts organization. Our mission: advancing Southern vitality through the arts. South Arts was founded in 1975 to build on the South's unique heritage and enhance the public value of the arts. Our work responds to the arts environment and cultural trends with a regional perspective. South Arts offers an annual portfolio of activities designed to support the success of artists and arts providers in the South, address the needs of Southern communities through impactful arts-based programs, and celebrate the excellence, innovation, value, and power of the arts of the South. For more information about our grantmaking, conferences/convenings, and other programs supporting artists, arts organizations, and communities, visit www.southarts.org.

Equity Statement:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.